

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/05/07 : CIA-RDP83-01004R000100210003-8

19 January 1977

MEMORANDUM FOR: PMCD Position Management Officers

FROM : [REDACTED]
Chief, Position Management & Compensation Division

SUBJECT : FLSA Designations

1. A review of the status of our FLSA Position/Personnel designation project indicates that there remains a large number of components which have not been completed. They are as follows:

DCI Area, OP, OMS, OER
OL (Excluding PPD)
OL/PPD, [REDACTED] EUR
ODDI, CRS, OSR, OPS Center
OD&E, OTS
OC

STATINTL

Reasons for the delays so far are understandable. However, after two extensions of deadlines, the last being 30 July 1976, we need now to take positive steps and set final deadlines to put this task to rest.

2. Commencing immediately, PMOs will contact those components which have not provided the necessary information and request it one final time. The components should be informed that 28 January 1977 is the cut off date and remaining determinations will be made by PMCD based on information available at that time. All doubtful cases will be designated nonexempt. Positions will be changed on the February Staffing Complement and FLSA forms will be initiated to change employees' FLSA status retroactively.

3. PMOs should return the original component machine listings (which were distributed in April 1976) to [REDACTED] by 11 February 1977, who will initiate Forms 261 to change positions. A list of people whose designation will change should be submitted at the same time. The retroactive dates for personnel need not be listed as long as the criteria for the Exempt or Nonexempt status is given. If there have been major reorganizations or any other problems with these listings, please check with Mrs. [REDACTED]

4. Please note that based on information received to date, the Phase II review of secretarial positions can be eliminated. Concentration should be primarily on the GS-09 admin/professional positions and the scientific/engineering technician positions.

5. It is emphasised that we fully intend to complete this project by the end of February 1977. If you have insurmountable problems, please bring them to [REDACTED] or my attention as soon as possible. STATINTL

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